

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
332**

**EMPLOYEE REPORTING RESPONSIBILITIES  
(TEMPORARY)**

**Supersedes:** AR 332 (02/01/90)

**Effective Date:** 07/19/09

**AUTHORITY**

NRS 209.131

**RESPONSIBILITY**

It is the responsibility of every employee of the Department to make the reports required by this regulation.

**332.01 REPORTING RESPONSIBILITIES**

1. It is the responsibility of every employee, regardless of assignment or class, to report:
  - A. Security breaches;
  - B. Unusual incidents;
  - C. Crimes;
  - D. Off Duty Law Enforcement contacts / arrests;
  - E. Driver's license suspension or revocation;
  - F. Suspicious activities;
  - G. Missing property;
  - H. Misconduct by other staff;
  - I. Judicial or Legislative contacts;
  - J. Any other information relevant to Department Operations.

2. Reports are to be made immediately through the chain of command or to the Office of the Inspector General in a manner timely to the risk posed by the issue, or the need for a timely response. Reports are to be made no later than 24 hours after discovery.


3. Employees have a responsibility to report to their supervisor when not feeling well, tired and/or sleepy, or taking medications which could interfere with the safe performance of duties.

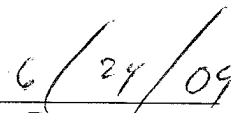
4. Failure to report or late reporting of issues may result in disciplinary action.

#### **APPLICABILITY**

1. This AR does not require an Operational Procedure.

2. This regulation does not require an audit.

  
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Howard Skolnik, Director

  
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Date